

Alaska U.S. Fish & Wildlife Service

2011 Student Employment Program

Intern Request Form

Please Complete all information listed in BLUE

Migratory Bird Management

FWS Office

1011 East Tudor Road

Anchorage

AK

99516

Address

City

State

Zip

Russ Oates

(907)-786-3560

Russ_Oates@fws.gov

FWS Project Leader

Phone

Email

Same as above

Intern Supervisor (if different)

Title

Phone

Email

April 1, 2011

Anchorage AK

Start Date for internship

Location of Internship

Housing/Travel

Yes

Does the internship location require the intern to have his own vehicle to get to work?

BUS

What kind of public transportation is available in the area?

YES

Will you or another FWS staff be able to pick up the intern at the airport if needed?

ANC-Anchorage

Nearest airport to the internship location

No

Will your office be able to provide housing for your intern?

Housing Description:

Required Training

Check all the apply to this position

★	IT Security Training, QuickTime, General USFWS Overview
	Bear Safety
	Firearms
	Boat Safety and Operation
	Aircraft Safety(required for travel in government float planes
	CPR and wilderness first aid
	ATV Training

Intern Position Description

Permit Specialist

GS-09

Position Title

DUTIES

Please note the duties the intern will be performing

As a **Permit Specialist** you will:

- Administer the Migratory Bird Permit Program including coordinating the evaluation of migratory bird permit applications, processing permits, and maintaining organized files.
- Conduct inspections of permittee activities, including field visits to rehabilitation and live-possession facilities to ascertain compliance with permit conditions.
- Prepare detailed reports regarding potential migratory bird violations outlining appropriate USFWS action.

EDUCATION LEVEL, SKILL, INTERESTS

Please note specific skills, competencies, interests, classes selected, or other qualifications that would be useful for an intern to have in order to make a significant contribution on this project.

This position requires

1. Knowledge of USFWS Migratory Bird Permit Program objectives, processes, and policies.
 2. Knowledge of federal regulations and USFWS permit policies sufficient to conduct inspections of permitted facilities.
 3. Knowledge in the interpretation and implementation of rules, regulations, policies, guidelines and procedures concerning permits, import/export activities, and/or interstate shipments of migratory birds.
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WORK CONDITIONS, CLOTHING GEAR

Describe the work conditions (hours, dress code, environment/setting) and appropriate clothing/gear that the prospective intern should be aware of

The intern will be expected to follow a standard schedule of 40 hours per week, the office is casual and there is no uniform. The position requires long periods of indoor office-based work. Field activities are not a major element of this position.